

**THE REGULAR MEETING  
OF THE  
BOARD OF DIRECTORS  
TRABUCO CANYON WATER DISTRICT  
MARCH 16, 2011**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD) was called to order by President Mike Safranski at 7:02 p.m. at Trabuco Canyon Water District's office located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Teresa Teichman, Secretary to the Board of Directors, recorded and transcribed the minutes thereof.

**DIRECTORS PRESENT**

Mike Safranski, President  
Ed Mandich, Vice President  
Jim Haselton, Director  
Glenn Acosta, Director  
Matt Disston, Director

## STAFF PRESENT

Don Chadd, General Manager  
Hector Ruiz, District Engineer  
Teresa Teichman, Secretary to the Board of Directors  
Michael Perea, Special Projects Manager

**PUBLIC PRESENT**

There were no members of the public present.

## PLEDGE OF ALLEGIANCE

Director Haselton led the Board and staff in the pledge of allegiance.

## VISITOR COMMENTS

There were no visitor comments.

## ORAL COMMUNICATION

1 There were no oral comments.

2 **DIRECTOR'S COMMENTS**

3 Director Acosta dedicated this TCWD Board Meeting to Marine Corporal Jordan R.  
4 Stanton of Rancho Santa Margarita who was killed in combat.

5 Director Disston provided a recap of March's S.O.C.W.A. meeting.  
6

7 **REPORT FROM THE GENERAL MANAGER**

8 There was no report from the General Manager  
9

10 **ITEMS TOO LATE TO BE AGENDIZED**

11 There were no items too late to be agendized  
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13 **CONSENT CALENDAR**

14 President Safranski announced that all matters under the Consent Calendar would be  
15 approved by one motion unless a Board Member requests a separate action on a specific item.

16 **ACTION CALENDAR**

17 President Safranski stated that the General Manager and staff had reviewed all matters  
18 under the Action Calendar prior to the Board's consideration.  
19

20 **MOTION:** A motion was made by Director Disston and seconded by Director Acosta  
21 to approve the Consent Calendar, Item Nos. 1A through 1E. The motion  
22 carried 5-0.

23 **ADMINISTRATIVE MATTERS**

24 **ITEM NO. 1F RATIFICATION OF DIRECTOR'S FEES AND EXPENSES AND**  
25 **FUTURE MEETINGS**

26 Each director reviewed their attendance.  
27  
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1           **MOTION:**   A motion was made by Director Disston and seconded by Director Acosta  
2                           to approve the director's fees and expenses and future meeting as  
3                           presented. The motion carried 5-0.

4           President Safranski requested clarification relating to director stipend for multiple  
5           director attendance at same meeting. Discussion occurred. The Board agreed, moving forward,  
6           only the designee director will be paid for attendance at an assigned agency meeting unless it is  
7           appropriate an officer of the Board attend as well. If another Board Member chooses to attend  
8           same meeting, it will be as a private citizen.

9           Director Acosta made a request to amend his motion to include modifications to the  
10           Director's future meeting schedule to incorporate the agreed upon changes.

11           **MOTION:**   A motion was made by Director Acosta and seconded by Director Disston  
12                           to approve the director's fees and expenses and to make changes to the  
13                           future meeting schedule, as discussed. . The motion carried 5-0.

14           **ITEM NO. 1G           STATUS UPDATE RELATING TO WATER MONITORING AND**  
15                           **WATER CONSERVATION EFFORTS**

16           Mr. Chadd reviewed the water allocation graphs and data provided by MWDOC as of  
17           February 23, 2011. Also reviewed were each of the Directors personal water consumption and  
18           consumption for the month of February by district customers.

19           The Board received and filed the information. No action necessary

20           **ITEM NO. 1H           DISCUSSION RELATING TO ACTIVITIES FOR WATER**  
21                           **AWARENESS MONTH**

22           Discussion occurred relating to confirmation of dates and times for Water Awareness  
23           activities during May, 2011, Water Awareness month.

24           Board members and staff concurred to hold a Ribbon Cutting Ceremony at the Trabuco  
25           Creek Well Facility on Friday, May 6, 2011 at 10:00 a.m. and to hold TCWD's Annual Open  
26           House at the same location on Saturday, May 7, 2011. The Board instructed staff to move  
27           forward with preparation for the events.  
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1 **ENGINEERING MATTERS**

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3 **ITEM NO. 1I STATUS UPDATE AND POSSIBLE ACTION RELATING TO**

4 **STORM DAMAGE**

5 Mr. Chadd provided a status update along with a power point of the district land, district

6 infrastructure, and facilities relating to the storm damages from December 2010 and January

7 2011.

8 Mr. Chadd advised TCWD staff and FEMA representative continue to meet and perform

9 site visits. Mr. Chadd reviewed each of the projects and discussed the current status of the

10 project and estimated costs.

11 The Board received and filed the information. No action necessary

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13 **ITEM NO. 1J STATUS UPDATE AND POSSIBLE ACTION RELATING TO**

14 **ROSE CONAYON AND LANG GROUNDWATER TREATMENT**

15 **FACILITY**

16 Mr. Ruiz provided a status update. Mr. Ruiz reviewed Agreement for Services with

17 Beavens Systems, Inc. for Scada communications and alarm set up performed at the Well

18 Facility. Mr. Ruiz asked the Board for ratification of this Agreement

19 Mr. Ruiz discussed the proposal from Tesco Controls, Inc for remote monitoring and

20 control. Mr. Ruiz asked the Board for approval and authorization for Quotation Reference T-

21 38106-COQ#6.

22 **MOTION:** A motion was made by Director Disston and seconded by Director Acosta

23 to ratify Beavens Systems, Inc. Agreement as submitted. The motion

24 carried 5- 0.

25 **MOTION:** A motion was made by Director Disston and seconded by Director Acosta

26 to approve and authorize proposal from Tesco Controls as submitted. The

27 motion carried 5- 0.

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1 **ITEM NO. 1K STATUS UPDATE RELATING TO BAKER WATER**  
2 **TREATMENT FACILITY**

3 Mr. Hector Ruiz, District Engineer, advised the Baker Water Treatment Plant (BWTP)  
4 Committee Meeting scheduled for March 10, 2011 was cancelled.

5 Mr. Ruiz provided a brief status update advising the design consultant RBF-Carollo has  
6 submitted the 90% design and Mr. Ruiz will be reviewing and providing comments to the BWTP  
7 Committee.

8 The Board received and filed the status update. No action required.

9 **ITEM NO. 1L REVIEW AND POSSIBLE ACTION RELATING TO**  
10 **PROCEDURAL GUIDELINES AND AGREEMENT FOR**  
11 **DISTRICT SERVICES**

12 Mr. Chadd discussed the three attachments and their purpose as it relates to  
13 TCWD's Will-Serve process. Mr. Chadd reviewed Appendix 1; *Application and Agreement with*  
14 *the Trabuco Canyon Water District for Domestic Water, Sewer, and Nondomestic Water Service.*  
15 Mr. Chadd advised staff is recommending Appendix 1 be replaced with Attachment 3;  
16 *Agreement for Construction of (Onsite/Offsite) Water and Sewer Facilities (Application for*  
17 *Water Service).* Mr. Chadd stated this revised information will assist both the District and  
18 Developer as the information presented is more current and outlined in a clear manner.

19 Director Mandich commented on the outlined step-by-step process which will clarify any  
20 questions or requirements throughout the duration of each project.

21 **MOTION:** A motion was made by Director Disston and seconded by Vice President  
22 Mandich to adopt Resolution No. 2011-1147. Roll call vote was taken.  
23 The motion carried 5- 0.

24 **MOTION:** A motion was made by Director Disston and seconded by Vice President  
25 Mandich to approve the Agreement for District Services. The motion  
26 carried 5- 0.  
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1 **ITEM NO. 1M** **REVIEW AND POSSIBLE ACTION RELATING TO APPROVAL**  
2 **OF WATER, WASTEWATER AND RECLAIMED WATER**  
3 **SYSTEM ANALYSIS AND ISSUANCE OF CONDITIONAL WILL**  
4 **SERVE LETTER FOR FIELDSTONE HOMES, TRACT**  
5 **MAP 16677 HIGHLAND ESTATES.**

6 Mr. Ruiz presented this information and advised request for Will-Serve Letter was  
7 received from Fieldstone Homes on March 9, 2011 relating to Tentative Tract Map 16677. The  
8 project was discussed.

9 **MOTION:** A motion was made by Director Disston and seconded by Director Acosta  
10 to approve the Water, Wastewater and Reclaimed Water System Analysis  
11 prepared by PSOMAS March, 2011. The motion carried 5- 0.

12 **MOTION:** A motion was made by Director Disston and seconded by Director Acosta  
13 to direct staff to proceed in issuing a Conditional Will-Serve Letter to  
14 Fieldstone Homes, Tentative Tract Map 16677 The motion carried 5- 0.

15 **LEGISLATIVE MATTERS**

16 **ITEM NO. 1N** **CONSIDERATION AND POSSIBLE ACTION RELATING TO**  
17 **SUPPORT OF ASSEMBLY BILL 262 RELATING TO REGIONAL**  
18 **WATER QUALITY CONTROL BOARD BOUNDARIES**

19 TCWD received a letter of request for support of Assembly Bill 262 relating to Regional Water  
20 Quality Control Board Boundaries. Discussion occurred.

21 **MOTION:** A motion was made by Director Disston and seconded by Director  
22 Haselton to support AB 262 and direct staff to mail out a letter from  
23 TCWD Board President. The motion carried 5- 0.

24 **ITEM NO. 1O** **REVIEW OF LOCAL GOVERNMENTAL AND LEGISLATIVE**  
25 **INFORMATIONAL ITEMS**

26 Mr. Chadd reviewed informational items with the Directors. No action taken.

27 **END ACTION CALENDAR**

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**OTHER MATTERS**

Mr. Chadd advised both of TCWD's meter readers recently earned their Distribution 1 Certifications. Mr. Chadd advised two office staff employees recently passed their Notary Public exams.

Mrs. Teresa Teichman, Secretary to the Board of Directors provided a recap of the Board Secretary Certification training she attended in Monterey, California March 3 and 4, 2011.

Mrs. Teichman reviewed information relating to SB90, Brown Act cost reimbursement, and discussed proposals from consultants to file on behalf of TCWD. The Board agreed with staff to move forward in hiring a consultant to file for TCWD's Brown Act cost reimbursement.

President Safranski read a letter from Walden Homeowners Association expressing complements to TCWD staff.

**ADDITIONAL DIRECTORS' COMMENTS**

There were no additional Director's comments.

**ADDITIONAL GENERAL MANAGER COMMENTS**

There were no additional General Manager's comments.

**ADJOURNMENT**

At 8:26 p.m. President Safranski adjourned the March 16, 2011 Regular Board Meeting.

Respectfully Submitted,

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Teresa Teichman  
Secretary to the Board of Directors